Independent Contractors and Consultants – Reference PO number on Invoice
Reasonable travel expenses incurred by University-retained independent contractors or consultants are reimbursable in accordance with these procedures. Such reimbursements are not taxable, provided the amounts claimed are properly substantiated. Unsubstantiated amounts must be reported as income to the contractor, on the appropriate IRS instrument (e.g. Form 1099, Form 1042-S, etc).

University Guests (includes: Campus Candidates, Non-Contracted Accreditation and Honorariums*)
Reasonable travel expenses incurred by official University guests such as in the case of honorariums paid to non-employees and/or non-consultants (i.e., campus candidates, accreditation, guest lecturer/guest speaker). Campus Candidates requires an approved “Authorization for On-Campus Interview Expense” form.

*Honorariums - $5,000 and over require a purchase order

<table>
<thead>
<tr>
<th>REIMBURSABLE TRAVEL EXPENSES PER CSUF TRAVEL POLICY</th>
<th>NON-REIMBURSABLE EXPENSES PER CSUF TRAVEL POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED</td>
<td>Travelers will not be reimbursed for the following expenses:</td>
</tr>
<tr>
<td>• Original itemized receipts for lodging, airfare and baggage, rental car, etc.</td>
<td>• Alcohol and/or tobacco</td>
</tr>
<tr>
<td>• Original itemized meal receipts required (Actual meal expense is reimbursable up to a maximum of $59 per day)</td>
<td>• Fast Track (or equivalent)</td>
</tr>
<tr>
<td>Airfare and Baggage</td>
<td>• Upgrades for business class or first class, early bird check-in fee, Even More Space, extra leg room, etc.</td>
</tr>
<tr>
<td>Economy-class /coach airfare expenses (including travel booking fees) and reasonable baggage. No reimbursement for upgrades to main cabin, business class or first class, early bird check-in fee, Even More Space, extra leg room, etc.</td>
<td>• Lodging – not allowed within 25 miles of the traveler’s residence</td>
</tr>
<tr>
<td>Automobile (private vehicle)</td>
<td>• Rental Car – Extra charges (upgrades, damage waiver, GPS, Sirius Satellite Radio, etc.)</td>
</tr>
<tr>
<td>Effective January 1, 2024, the mileage reimbursement rate for business travel is 0.67 cents per mile</td>
<td>• Additional insurance on air travel or car rental</td>
</tr>
<tr>
<td>Normal Work Location is defined as the place where the major portion of an employee’s working time is spent of the place to which the employee’s department determines what constitutes an individual employee’s work location for the purpose of these procedures</td>
<td>• Travel Packages</td>
</tr>
<tr>
<td>University business travel occurs on a scheduled work day, mileage is calculated:</td>
<td>o Each aspect of the travel package must be separately itemized on the receipt (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement</td>
</tr>
<tr>
<td>• If departing from the traveler’s normal work location, mileage may be claimed from traveler’s work location to destination</td>
<td>• No reimbursement for private vehicle repairs or gasoline</td>
</tr>
<tr>
<td></td>
<td>• Personal telephone or fax/computer use charges may not be reimbursed for these expenses</td>
</tr>
</tbody>
</table>
**TRAVEL POLICY FOR NON-EMPLOYEES – Subject to CSUF Travel Policy**
(Accreditation, Consultants, Honorariums, Independent Contractors, and University Guests
Effective Jan 1, 2020 (Rev. 01/2024)

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<tbody>
<tr>
<td>• If departing from traveler’s residence, mileage may be claimed from the lesser of the two locations (from traveler’s work location to destination or from traveler’s residence to destination)</td>
<td></td>
</tr>
<tr>
<td>• If returning to the traveler’s normal work location, mileage may be claimed from destination to traveler’s work location</td>
<td></td>
</tr>
<tr>
<td>• If returning to the traveler’s residence, mileage may be claimed from the lesser of the two locations (from destination to traveler’s work location or from destination to traveler’s residence)</td>
<td></td>
</tr>
</tbody>
</table>

When the *traveler decides to drive a private vehicle instead of flying to a travel destination*, the traveler will be reimbursed only for the lesser of the transportation expense (either mileage reimbursement or mileage up to the airfare and parking equivalent plus transportation costs to and from the terminals).

- Documentation showing the lowest available airfare and transportation costs to/from terminal must be attached to the Travel Expense Claim
- Expenses for travel between the traveler’s residence and normal work location (if commuting) shall not be allowed

Expenses for local and long-distance telephone calls (including one reasonable brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing if trip exceeds six days may be claimed.

**Ground transportation** (Shuttle, Taxi, economy-class Train, or Bus) No reimbursement for limos, upgrades to business class on a train, UberXL, UberBlack

**Gratuities** - Tips for meals included as part of meals expense, Tips for taxi/shuttle included as part of transportation expense

**Lodging** - Maximum rate is $275 per night (excluding taxes)

- Must exceed 25 miles of traveler’s residence
### REIMBURSABLE TRAVEL EXPENSES PER CSUF TRAVEL POLICY

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals (excludes alcohol and tobacco)</td>
<td></td>
</tr>
</tbody>
</table>
  - Reimbursable amount up to $59 per day limit  
  - No per-diem for meals |
| Parking and Tolls |  
  - Reasonable Parking |
| Rental Car |  
  - Extra charges (upgrades, damage waiver, GPS, Sirius Satellite Radio, etc.) may not be reimbursed for these expenses. |
| Travel Packages |  
  - Each aspect of the travel package must be separately itemized on the receipt (e.g., itemized hotel charges, airfare, rental car, shuttle, etc.) for reimbursement  
  - Additional insurance – Traveler will not be reimbursed for this expense |

### NON-REIMBURSABLE EXPENSES PER CSUF TRAVEL POLICY

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-  
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TRAVEL POLICY FOR NON-EMPLOYEES – Subject to CSUF Travel Policy

(Accreditation, Consultants, Honorariums, Independent Contractors, and University Guests

Effective Jan 1, 2020 (Rev. 01/2024)